

Comparisons of Job Characteristics

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Tellers (43-3071)

[Compare Knowledge](#)

[Compare Skills](#)

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[Compare Detailed Work Activities](#)

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<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 83

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Tellers (43-3071)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	18.9	15.5	<< Extensive education and/or training may be required
Clerical	7.3	10.8	14.7	>> Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	10.3	2.4	<< Extensive education and/or training may be required
Economics and Accounting	4.4	8.5	2.8	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Receptionists and Information Clerks (43-4171)

Associated Occupation: Tellers (43-3071)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Service Orientation	7.9	9.8	11.0	> Skill level is likely sufficient
Mathematics	6.2	8.9	5.1	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Receptionists and Information Clerks (43-4171)**Associated Occupation: Tellers (43-3071)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	12.6	11.9	0	Current ability level may be sufficient
Oral Expression	12.4	11.9	12.6	0	Current ability level may be sufficient
Speech Clarity	10.2	11.6	10.1	<	Some improvement in abilities may be required
Speech Recognition	9.9	11.6	11.2	0	Current ability level may be sufficient
Number Facility	6.3	10.6	6.7	<<	Extensive improvement in abilities may be required
Problem Sensitivity	11.1	10.6	8.5	<	Some improvement in abilities may be required
Near Vision	11.1	10.5	9.3	<	Some improvement in abilities may be required
Information Ordering	9.9	10.0	7.2	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	8.5	6.4	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 66

Focus Occupation: Receptionists and Information Clerks (43-4171)**Associated Occupation: Tellers (43-3071)**

Work Activities	Exclusivity of Activity
Greet customers, guests, visitors, or passengers	63
Maintain records, reports, or files	5
Operate business machines	68
Resolve customer or public complaints	54
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 64

Focus Occupation: Receptionists and Information Clerks (43-4171)**Associated Occupation: Tellers (43-3071)**

Tools and Technologies	Exclusivity
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Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.